



Department of  
Education

NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
65 COURT STREET  
BROOKLYN, NEW YORK 11201

Date Posted: 4/4/2024

Deadline: 5/9/2024

SY23-24 PER SESSION VACANCY NOTICE # 0871

2023-2024

PLEASE POST

**(CONTINGENT UPON FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)**

#### POSITION:

Teachers; District 75 Teaching Academy Director for the NYC Teaching Fellows Program; Office of Teacher Recruitment and Quality (Approximately 10 positions available)

#### LOCATION:

Remote and In-Person: Various summer school locations participating as District 75 Teaching Academies for the Summer 2024 NYC Teaching Fellows Program

#### ELIGIBILITY REQUIREMENTS:

To be eligible for this position, you must meet the following criteria:

- Currently employed as a licensed, tenured, and appointed teacher by the NYC Public Schools, with a minimum of five (5) years of teaching experience.
- Must be assigned to a school that is participating as a D75 Teaching Academy for the Summer 2024 NYC Teaching Fellows Program.

#### SELECTION CRITERIA:

Applicants will be evaluated based on the following criteria:

- Instructional expertise: Strong understanding of effective teaching practices, instructional strategies, and curriculum development. Experience in designing and facilitating professional development for educators.
- Inclusive learning environments: Ability to foster inclusive, supportive, and culturally responsive learning environments for teachers and students. Creates a positive climate that values diversity and promotes equity.
- Data-informed decision-making: Proficient in analyzing student performance data to inform instructional practices and drive improvement. Uses data to identify areas of growth, develop interventions, and monitor progress.
- Mentoring and support: Experience in providing ongoing support, mentoring, and coaching to new teachers. Guides and develops teachers at various career stages.
- Collaboration and partnership: Builds strong partnerships with school leaders, program staff, and stakeholders. Collaborates effectively to align goals, resources, and support services.
- Technological proficiency: Utilizes technology and digital tools to enhance instruction and support teacher development. Familiarity with educational technology platforms.
- Communication and leadership: Excellent written and verbal communication skills. Provides clear expectations, constructive feedback, and inspires and develops a team of coaches and instructors.

Preference will also be given to candidates who demonstrate:

- 1+ years of experience in a teacher leadership role, such as Mentor Teacher, Cooperating Teacher, NYCTF Summer Staff, Teacher Development Facilitator, Peer Collaborative Teacher, Model Teacher, Master Teacher, or Lead Coach.
- Demonstrated satisfactory performance in the role of Teaching Academy Director during a previous season.
- Principal Recommendation.

## DUTIES/RESPONSIBILITIES:

As a District 75 Teaching Academy Director, your responsibilities will include:

- Managing, supporting, and leading a team consisting of approximately 10 coaches, one Lead Instructor, and one Field Effectiveness Manager at your assigned Teaching Academy (which may comprise multiple affiliated schools), with the goal of providing effective support to approximately 20-25 NYC Teaching Fellows.
- Supporting Lead Instructors in customizing the content of Skill Building Sessions based on performance data, ensuring a data-driven approach to professional development that addresses the specific needs of the Fellows.
- Cultivating a culture at the Teaching Academy that promotes reflective professional growth and responds to the social-emotional needs of the Fellows, creating an inclusive and supportive learning environment.
- Collaborating with the Lead Instructor to design and implement coaching sessions that comprehensively address the unique needs of the Fellows, offering valuable guidance and support.
- Facilitating the norming and calibration process for rating the Fellows, utilizing Danielson's Framework for Teaching to ensure consistent evaluation standards.
- Conducting coaching conversations with the Fellows, providing constructive feedback and guidance to support their professional growth and development.
- Identifying Fellows who require Performance Improvement Plans and developing individualized plans to help them meet performance benchmarks during future gateway observations, ensuring targeted support for Fellows who may be facing challenges.
- Providing feedback on lesson planning to the Fellows, assisting them in developing effective instructional strategies and materials.
- Assisting coaches in implementing interventions for Fellows who are not meeting performance benchmarks, offering targeted support to facilitate their improvement.
- Maintaining accurate and timely records of Fellow performance and professionalism in the program's data-tracking system, ensuring comprehensive data management.
- Conducting informal observations of Fellows while they teach, assessing their teaching performance and providing formative feedback.
- Leading formal lesson observations across the assigned school site using the NYCTF Summer Rubric, ensuring consistent and fair evaluation of teaching practices.
- Occasionally evaluating Fellows with a focus on core teaching skills, providing valuable insights into their instructional effectiveness.
- Consulting with Coaches, Field Effectiveness Manager, and Lead Instructor regarding Fellow performance and development, offering targeted and actionable suggestions to help the Fellows master effective instruction.
- Planning and facilitating weekly meetings for coaches to review program priorities, foster effective communication, and ensure alignment of goals and expectations.
- Overseeing operations and logistics at school sites, including potential transitions to remote learning if necessary, to ensure smooth program implementation and delivery.
- Building and maintaining strong partnerships with school leaders and other summer school staff, fostering collaboration and effective coordination.
- Actively participating in weekly professional development sessions for the role outside of school hours and throughout the summer, embracing ongoing learning and professional growth.

## WORK SCHEDULE:

- Spring (June):
  - Attending virtual training sessions outside of school hours for a total of 10-18 hours.
  - Supporting evening virtual Skill-Building Sessions during the week of June 24th, 2024, from 5:00 PM - 7:00 PM.
  - Engaging in planning and communication efforts leading up to the start of Summer School for approximately 10 hours.
- Related Summer 2024 hours will be advertised separately.

Hours up to, but not limited to the approximate number of hours listed. Additional hours may be granted upon the approval of the hiring manager.

## SALARY:

Per Session rates as per the relevant union/organization of the advertised title (Collective Bargaining Agreement). Contingent upon funding availability and programmatic approval.

## APPLICATION INSTRUCTIONS:

To apply, complete an application form located [here](#) by May 9, 2024. <https://sites.google.com/schools.nyc.gov/su24-nyctcstaff-website/staff-hiring>

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail [nycteachingacademies@schools.nyc.gov](mailto:nycteachingacademies@schools.nyc.gov)

Please visit the New York City Department of Education website for more information on per session opportunities: <https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs>

NOTE: Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request via the Per Session Service System and receive approval before the person can begin working in the activity. *Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.*

## AN EQUAL OPPORTUNITY EMPLOYER M/F/D

It is the policy of the New York City Department of Education (DOE) to provide equal employment opportunities in accordance with applicable laws and regulations and without regard to actual or perceived race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), military status, unemployment status, prior record of arrest or conviction, caregiver status, consumer credit history, predisposing genetic characteristics, salary history, sexual and reproductive health decisions, or status as a victim of domestic violence, sexual offenses, or stalking, and to maintain an environment free of harassment on any of the above protected classifications, including sexual harassment and retaliation. For more information, please refer to the DOE Non-Discrimination Policy: <https://www.schools.nyc.gov/about-us/policies/non-discrimination-policy>

APPROVED BY:   
Executive Director, Division of Human Resources

**2023-24 APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (OP-175)**

**Directions:** This form must be completed and submitted to the per session supervisor prior to commencement of employment in a per session activity. A copy of this form must be retained by the per session supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. Retention rights may be claimed ONLY in one per session activity. No person may work more than 400 hours in one or a combination of per session activities (with a maximum of 400 hours in a school psychologist and/or school social worker position) without prior written approval of the Division of Human Resources in accordance with Chancellor's Regulation C-175.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ File No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Are you a full-time employee of the NYC Department of Education? Yes \_\_\_\_ No \_\_\_\_

If yes, indicate current work location: CFN \_\_\_\_\_ District \_\_\_\_\_ School/Office \_\_\_\_\_  
License or Title \_\_\_\_\_ Hours of Employment from \_\_\_\_\_ to \_\_\_\_\_

2. Per Session Position for which you are Applying: Program Name: \_\_\_\_\_

CFN \_\_\_\_\_ District \_\_\_\_\_ Approximate Start Date \_\_\_\_\_ Do you claim retention rights? Yes \_\_\_\_ No \_\_\_\_  
School/Office \_\_\_\_\_ Approximate Total No. of Hours in Activity \_\_\_\_\_  
Work Hours Monday – Friday \_\_\_\_\_ to \_\_\_\_\_ Saturday – Sunday \_\_\_\_\_ to \_\_\_\_\_

3. **Between July 1, 2023 and June 30, 2024, have you worked or do you plan to work in any other per session activity?**  
Yes \_\_\_\_ No \_\_\_\_ . **If yes, indicate all positions below. (Use additional sheets if necessary)**

a. Program Name: \_\_\_\_\_

CFN \_\_\_\_\_ District \_\_\_\_\_ Approximate Start Date \_\_\_\_\_ Do you claim retention rights? Yes \_\_\_\_ No \_\_\_\_  
School/Office \_\_\_\_\_ Approximate Total No. of Hours in Activity \_\_\_\_\_  
Work Hours Monday – Friday \_\_\_\_\_ to \_\_\_\_\_ Saturday – Sunday \_\_\_\_\_ to \_\_\_\_\_

b. Program Name: \_\_\_\_\_

CFN \_\_\_\_\_ District \_\_\_\_\_ Approximate Start Date \_\_\_\_\_ Do you claim retention rights? Yes \_\_\_\_ No \_\_\_\_  
School/Office \_\_\_\_\_ Approximate Total No. of Hours in Activity \_\_\_\_\_  
Work Hours Monday – Friday \_\_\_\_\_ to \_\_\_\_\_ Saturday – Sunday \_\_\_\_\_ to \_\_\_\_\_

4. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 400?  
Yes \_\_\_\_ No \_\_\_\_

5. If yes, have you submitted a waiver request to exceed the 400 hour maximum? Yes \_\_\_\_ No \_\_\_\_

6. **Declaration:** I have read and understand the requirements in Chancellor's Regulation C-175. I understand that I am bound by this regulation. I affirm that the information given above is, to my knowledge, accurate and complete, and I understand that a willfully false answer to any question contained herein is a Class E felony which shall render this application null and void and may result in loss of retention rights, cancellation of per session employment, loss of pay, recoupment of compensation already paid, and/or disciplinary action.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

7. **Approval by Per Session Supervisor:** I certify that this applicant possesses the qualifications established for the position and that the selection was made after following advertising procedures set forth in Chancellor's Regulation C175.

\_\_\_\_\_  
Signature of Per Session Program Supervisor

\_\_\_\_\_  
Date

## Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review at <https://www.schools.nyc.gov/about-us/policies/chancellors-regulations>. Each school maintains a copy of the Standard Operating Procedures Manual for Schools (SOPM). Individuals may review a copy of these procedures in order to familiarize themselves with the process by which per session employees are processed and paid.

1. All per session employees must complete an application for per session activity (OP175) prior to commencing service.
2. Individuals who have been approved for waivers in prior years must resubmit new waiver applications each year. For this purpose, the per session year is from July 1 **through** June 30.
3. Individuals must submit a waiver form for exceeding the limit on the maximum number of hours that can be served in a per session year. The maximum number of hours of per session work that may be performed annually is available in the C-175 regulation.
4. No individual is authorized to work in a per session activity during a normal school workday.
5. Per session employment, whether funded from the same or a different source, may not be used as a means of providing additional compensation for work similar to that which is performed in an individual's primary assignment.
6. Individuals cannot serve in a per session activity for which, in their primary assignment, they are responsible for hiring, rating, or coordinating or which they normally supervise in their primary assignment.
7. No per session compensation may be paid for work performed at home.
8. Employees on sabbatical leaves beginning August 1 must complete per session activities in which they are serving in July. They will not be permitted to commence any new per session assignments until the September following the completion of the sabbatical.
9. Each per session employee is required to use a time clock to record the exact time of arrival and departure. The timecard is to be maintained at the work site and should serve as the basis of entries on the Personnel Time Report. If a time clock is not available, a daily attendance report with exact time of arrival and departure must be provided, maintained and approved by a supervisor. In every case, regardless of the specific manner in which time is reported, supervisors are accountable for verifying the record of attendance. Approval by a co-worker is not acceptable. Failure to maintain satisfactory records will result in the withholding of compensation or recoupment of payment already made.
10. Each per session employee is required to submit a time sheet for service that was performed during the prior per session period within one school day of the per session period immediately following each service.
11. ***Time sheets submitted for per session work which required a waiver that was not previously approved will result in the withholding of per session payment.***
12. If a teacher is entitled to retention rights in a per session activity but fails to claim those rights before or at the time of application for a different per session job in which the teacher has no retention rights, the teacher may then be denied employment in the job for which there is entitlement to retention.

**Notes:** Requests for waivers must be submitted sufficiently in advance to allow time for review and appropriate action. ***Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum hours as outlined in Chancellor's Regulation C-175.***